OUTSIDE EMPLOYMENT/BUSINESS ACTIVITY FORM
Supplement to TSU Policy 6-26

EVERY FACULTY MEMBER, PROFESSIONAL STAFF AND ADMINISTRATOR IS REQUIRED TO COMPLETE AND SUBMIT THIS FORM EACH SEMESTER AND ANY OTHER TIME PRIOR TO ENGAGING IN OUTSIDE EMPLOYMENT, BUSINESS SERVICES OR OTHER ACTIVITY WHICH MAY CONFLICT WITH TENNESSEE STATE UNIVERSITY ASSIGNMENTS.

Please check the appropriate item:

_____ Fall Semester 20__  Spring Semester 200__  Summer Semester 20__

_____ I do not have or anticipate outside employment during the 2010-2011 academic year.

_____ I have ongoing outside employment/business activity previously approved by university.

Brief Description of previously approved ongoing Outside Employment/Business Activities

____________________________________________________________________________________

____________________________________________________________________________________

Time Commitment per week _____ Hours  Days _______ Times _______

_____ A request is being made for outside employment/business activity. (I understand that I am not authorized to engage in this activity without prior approval of the president or his designee.)

Brief Description of Proposed Outside Employment/Business Activities

____________________________________________________________________________________

____________________________________________________________________________________

Time Commitment per week _____ Hours  Days _______ Times _______

Projected date that outside employment/business activity will begin._____________________

This activity is in the area of:  _____ Teaching  _____ Research  _____ Public Service

_____ Consulting  _____ Professional Services  _____ Other

Signature ____________________  Date__________

Name(printed)_________________  E-mail address _______________________

Department Head_______________  Date_____Recommended yes or no

Dean/Director _________________  Date _____Recommended yes or no

VPAA _______________________  Date _____ Approved or not approved

Form must be signed by faculty member; Department heads and deans must either recommend or not recommend the outside employment request.